

Retention and Classification Report

Agency: Cache County (Utah). County Recorder (130)
179 North Main, #101
Logan, UT 84321
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Records Officer

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AGENCY: Cache County (Utah). County Recorder

SERIES: 27891

3

TITLE: Abstract records

DATES: c 1886-

ARRANGEMENT: geographically

DESCRIPTION:

These records contain the history of property ownership by providing "a true chain of title to each tract or parcel and the encumbrances thereon as shown by the records of the office" by geographical location (UCA 17-21-6(3)(2004)). They contain "every instrument recorded, the date and kind of instrument, time of recording, and the book and page and entry number" (UCA 17-21-6(l)(f) (2004). Abstract 32 is a water book. These records contain the history of property ownership by providing "a true chain of title to each tract or parcel and the encumbrances thereon as shown by the records of the office" by geographical location (UCA 17-21-6(3)(2011)). They contain "every instrument recorded, the date and kid of instrument, time of recording, and the book and page and entry number" (UCA 17-21-6(l)(f) (2011).

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 1.

AUTHORIZED: 03/16/2012

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

AGENCY: Cache County (Utah). County Recorder

SERIES: 27891

TITLE: Abstract records

(continued)

APPRAISAL:

Administrative Historical Legal

PRIMARY CLASSIFICATION:

Public

AGENCY: Cache County (Utah). County Recorder

SERIES: 27885

3

TITLE: Fee and entry books

DATES: 1888-

ARRANGEMENT: chronological

DESCRIPTION:

These records reflect the payment of fees for the recording of legal instruments "entered in the order of its reception or entry" (UCA 17-21-6(1)(f) (2011)). They contain the amount of fee paid for recording, names of parties, recordation date and time, a brief description, and entry number.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 8.

AUTHORIZED: 03/16/2012

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

APPRAISAL:

AGENCY: Cache County (Utah). County Recorder

SERIES: 27885

TITLE: Fee and entry books

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Cache County (Utah). County Recorder

SERIES: 27886 3

TITLE: Grantee and grantor indexes to deeds

DATES: 1888-1980

ARRANGEMENT: alphabetical by first letter of surname and thereunder chronological with separate indexes for grantees and

DESCRIPTION:

These are alphabetical indexes where "all deeds and final judgments or decrees partitioning or affecting title as to possession of real property." The grantors' index contains the "entry number of the instrument, name of each grantor in alphabetical order, name of the grantee, date of instrument, time of recording, kind of instrument, the book and page and entry number in which it is recorded, and a brief description" (UCA 17-21-6(1)(b) (2003)). The grantee's index contains the same information, but is alphabetical by each grantee (UCA 17-21-6(1)(c) (2003)).

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 10.

AUTHORIZED: 03/16/2012

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

AGENCY: Cache County (Utah). County Recorder

SERIES: 27886

TITLE: Grantee and grantor indexes to deeds

(continued)

APPRAISAL:

Historical Legal

PRIMARY CLASSIFICATION:

Public

AGENCY: Cache County (Utah). County Recorder

SERIES: 27890

3

TITLE: Index to military records

DATES: c. 1917-1991

ARRANGEMENT: alphabetical

DESCRIPTION:

This index provides reference to military discharges recorded in the Cache County recorder's office.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 11.

AUTHORIZED: 03/16/2012

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

Historical

AGENCY: Cache County (Utah). County Recorder

SERIES: 27890

TITLE: Index to military records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Cache County (Utah). County Recorder

SERIES: 27895

3

TITLE: Mortgage records

DATES: 1888-

ARRANGEMENT: Chronological

DESCRIPTION:

These are legal instruments recorded by the county recorder concerning all "mortgages, deeds of trust, liens, and all other instruments in the nature of an encumbrance upon real estate" (UCA 17-21-6(1)(d,e) (2003)). There are two alphabetical indexes concerning mortgagors and mortgagees. In some counties mortgage records are compiled separately, while in other counties they are part of the "Official records."

RETENTION:

Retain permanently

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 15.

AUTHORIZED: 03/16/2012

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Records Center permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

AGENCY: Cache County (Utah). County Recorder

SERIES: 27895

TITLE: Mortgage records

(continued)

APPRAISAL:

Legal

The counties are required by law to maintain these records permanently.

PRIMARY CLASSIFICATION:

Public

AGENCY: Cache County (Utah). County Recorder

SERIES: 12322

3

TITLE: Official records

DATES: 1855-

ARRANGEMENT: Numerical by entry number.

DESCRIPTION:

These are copies of all official records recorded with the county recorder including deeds, mortgages, mining records, military discharges, etc. Upon payment of fees for the same, the recorder must record in the "Official record" book all papers, documents, records, and other writings required or permitted by law to be recorded. In some counties all recorded instruments are compiled together as part of the "Official records", while others compile each type of instrument separately (See Deed records, Mortgage records, Mining records, Water records, etc.)

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 16.

AUTHORIZED: 04/02/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Digital image: Retain in Office permanently.

AGENCY: Cache County (Utah). County Recorder

SERIES: 12322

TITLE: Official records

(continued)

APPRAISAL:

Administrative Historical Legal

These are officially recorded public documents. There is a legal requirement for their perpetual maintenance. UCA 17-21-1.

PRIMARY CLASSIFICATION:

Public

AGENCY: Cache County (Utah). County Recorder

SERIES: 22840

3

TITLE: Plat map book

DATES: 1974-

ARRANGEMENT: numerical

DESCRIPTION:

This series contains plat maps for Cache County.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

The plat map book provides a historical snapshot of land ownership in Cache County.

PRIMARY CLASSIFICATION:

Public

AGENCY: Cache County (Utah). County Recorder

SERIES: 27896

3

TITLE: U.S. surveys

DATES: undated c. 1869-

ARRANGEMENT: unknown

DESCRIPTION:

Cartographic records which contain the officially designated record copy of maps created by an agency. These records document unique cartographic information about the state of Utah. They may include maps, charts, aerial photographs, globes, models, and raised relief maps these are a graphic representation of the earth's surface drawn to scale.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 3, Item 1.

AUTHORIZED: 03/26/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical Legal

AGENCY: Cache County (Utah). County Recorder

SERIES: 27896

TITLE: U.S. surveys

(continued)

PRIMARY CLASSIFICATION:

Public